Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and **two weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date: 2/7/22

Field Trip Information

Applicant Name: Cindy Praisner	**Method of Transportation:** M & J Bus
School: Choose School Bacon	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s): 9-12 Robotics Club	**Number of Students:** 15 (4 Friday)
Date(s) of Trip: March 18, 19, ~20, 2022	**Number of Day(s) of Trip:** 3
Event: FIRST Robotics Competition Event	
Destination: Western New England Univ. Alumni Healthful Living Center	**Phone Number:**
Address (for each destination): 1215 Wilbraham Rd Springfield, MA	**State:** MA
Time of Departure From School: **Time of Arrival Back at School:**	**Special Clothing and/or Equipment Required:** Club Uniform / Robotics Equipment

Student Cost Information

***Cost to Student:** $ 0	**Suggested Student Pocket Money:** $ 5

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Cindy Praisner	**Cell Phone:** [redacted]
2. **Name:** Alan Mocksfield	**Cell Phone:**

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

See Attached List

Administrator Signatures

Applicant Signature Cindy Praisner

Administrator's Signature ☑ Recommended ☐ Not Recommended

Superintendent's Signature ☑ Recommended ☐ Not Recommended

Board of Education (if applicable)

Board of Education Meeting Date: ☐ Recommended ☐ Not Recommended

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

Field Trip Cost Form

Date(s) of Trip: March 18-20, 2022

Event: FIRST Robotics Competition Event

M&J Bus(es) ONLY

Number of Students: 4 FRIDAY + mentor(s) / 15 ~~SAT~~ + ~~SUN~~ + 10 mentors

Estimated Hours for trip: (Add 1 hour pre/post trip)
FRI 4pm – 10pm
SAT 7am – 9pm
SUN 7am – 8pm

Number of Buses:

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:		
Miscellaneous Fees per student:	see attached Bus Request 2/7/22	
Total admission and miscellaneous fees:		
Cost of Bus		
Total Field Trip ***Cost per Student:**	0	

Additional Costs:

Number of Substitute Teachers	NA
Rate per Day	
Special Education costs	NA
Cost Associated if Nursing Required	NA
Total ***Cost to District:**	
Total ***Cost of Trip:**	

Alternate funding for trip provided by: FUNDRAISING / CORPORATE SPONSORSHIP

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): Western New England U

Reference Check: Visited site on: NA or Spoke with: Set up through NE FIRST

Name: Cindy Praisner (~~Teacher(s)~~ Mentor completing this form) **Grade/Group:** 9-12/Robotics Club

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☐ Yes ☒ No
- **Curriculum Unit(s):**
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):

- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
See Attached Schedule		

Approvals:

_____ Department Chair (High School Only)	_____ Date	☐ Approved	☐ Denied
_____ Principal	2/7/22 Date	☑ Approved	☐ Denied
_____ Director of Teaching and Learning	_____ Date	☐ Approved	☐ Denied

Bacon Academy Robotics Team 1699
FIRST Robotics Competition Event 1

March 18-20 Western New England University District Event

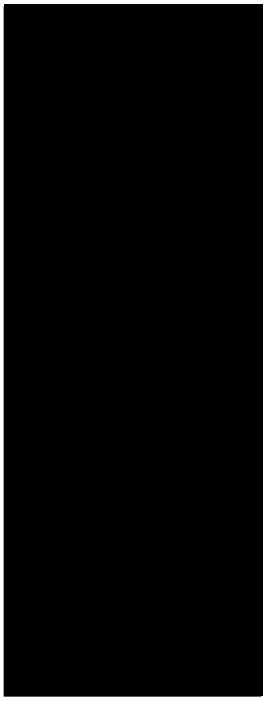
March 18- Pit Set-Up
Roadie Group of 4 students and 4 mentors will travel to Western New England University to set up the pit in preparation for competition. Leave Bacon at 4:00 pm and travel to WNE competition site for pit set up from 5-9:00 pm. Group will return to Bacon Academy for parent pick up at 10 pm.

March 19- Team Travel to WNE
Students and mentors leave Bacon Academy at 7 am for WNE competition site. Pit opens at 8 am and closes at 8 pm. Bus will transport all back to Bacon Academy for a 9 pm pick up by parents. Lunch will be provided by the team on site and the bus will stop for dinner on the way home.

March 20- Team Travel to WNE for Day 2 of Competition
M and J bus will pick students and mentors up at 7 am from Bacon Academy and transport them to WNE competition site. Pit opens at 8 am and closes at 7 pm. Bus will transport all back to Bacon Academy for a 8 pm pick up by parents. Lunch will be paid for by the team on site and the bus will stop for dinner on the way home also paid for by the team.

Supervision Information:

Tom Praisner
Cindy Praisner
John L Spaulding
Alan C Mocksfield
Jason Belding
Seth Crampton
Sharon Cyboron
Glenn Leaman
Dustin Paquette
Bradley Graham
Jonathan Maurice
Mark Noniewicz



Kibotics

3/18, 3/19, 3/20

M & J BUS INC.

TRANSPORTATION REQUEST FORM

PLEASE USE THIS FORM TO REQUEST BUS TRANSPORTATION. ALL ORDERS BEING PAID BY COLCHESTER PUBLIC SCHOOLS MUST BE ACCOMPANIED BY A PURCHASE ORDER. CALL FOR A PRICE QUOTE. FILL IN THE FORM BELOW AND FAX IT TO OUR OFFICE AT 860-537-2625. PLEASE SIGN THE FORM AS YOUR APPROVAL TO BOOK THE TRIP AT THE QUOTED PRICE. WE WILL THEN BOOK THE BUS AND RETURN A SIGNED COPY BY AN M&J EMPLOYEE TO LET YOU KNOW WE RECEIVED THE ORDER. PRICES ARE SUBJECT TO CHANGE IF THE TIMES OR DESTINATION OF THE TRIP IS CHANGED IN ANY WAY.

BILLING TIME IS ½ HR BEFORE DEPARTURE TIME AND CONTINUES THROUGH ½ HR AFTER RETURNING TO DEPARTURE POINT.

TODAYS DATE: 2/7/22

PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA

PHONE NUMBR: (8) 537-2370

NUMBER OF BUSES REQUESTED: one (15 students)

TRIP DATE: Sun 3/20/22 TRIP PICKUP TIME: 7AM

PICKUP LOCATION: Bacon Academy

DESTINATION: WNE Univ, 215 Wilbraham Rd, Springfield CT

TIME LEAVING DESTINATION: 7PM

TIME BUS WILL ARRIVE BACK AT PICK UP: 8PM

DROP-OFF / PICK-UP: X OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

***NOTE – M & J BUS INC. RESERVES THE RIGHT TO REFUSE TO DO TRIPS AS DROP-OFFS & PICK UPS BASED ON THE LOCATIONS AND TIMES.**

BASED ON THE INFORMATION ABOVE, THE COST, PER BUS, FOR THIS TRIP IS: $464.66 tkc

PURCHASE ORDER #: _____ OR C.O.D. _____ Sh 2/7/22

M & J BUS INC. AND ITS EMPLOYEES ARE NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN, OR LEFT ON BUS.

TO RESERVE THE BUS/ES FOR THIS TRIP, PLEASE SIGN, DATE, AND FAX BACK TO US AT 860-537-2625

IF YOU HAVE ANY QUESTIONS, PLEASE CALL GREG CORDOVA @ 860-537-2622.

SIGNATURE: _____ DATE: 2/7/22

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

Kobotics

3/18, 3/19, 3/20

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TODAYS DATE: 2/7/22

PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA

PHONE NUMBR: (8) 537-2370

NUMBER OF BUSES REQUESTED: one (4 students)

TRIP DATE: Fri 3/18/22 TRIP PICKUP TIME: 4PM

PICKUP LOCATION: Bacon Academy

DESTINATION: WNE Univ, 215 Wilbraham Rd, Springfield CT

TIME LEAVING DESTINATION: 9 PM

TIME BUS WILL ARRIVE BACK AT PICK UP: 10 PM

DROP-OFF/PICK-UP: _____ OR BUS TO STAY: X

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

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BASED ON THE INFORMATION ABOVE, THE COST, PER BUS, FOR THIS TRIP IS: $487.85 2/7

PURCHASE ORDER #: _____ OR C.O.D. _____

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SIGNATURE: _____ DATE: 2/7/22

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

Kibotics
3/18, 3/19, 3/20

M & J BUS INC.

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TODAYS DATE: 2/7/22

PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA

PHONE NUMBR: (8) 537-2370

NUMBER OF BUSES REQUESTED: one (15 students)

TRIP DATE: Sat 3/19/22 TRIP PICKUP TIME: 7AM.

PICKUP LOCATION: Bacon Academy

DESTINATION: WNE Univ, 215 Wilbraham Rd, Springfield CT

TIME LEAVING DESTINATION: 8PM

TIME BUS WILL ARRIVE BACK AT PICK UP: 9PM

DROP-OFF / PICK-UP: X OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

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